

**PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE ::  
WEST GODAVARI :: ELURU**

Present :- **Purushottam Kumar Chintalapudi,**  
Principal District Judge, West Godavari, Eluru.

**SUB :- PUBLIC SERVICES – A.P.J.M.S.S. – Promotions of Typists from the  
cadre of Process Servers –Orders–Issued.**

- REF :-**
1. G.O.Ms.No.76 Law (LA&J-Home-Courts-D) Department,  
Dt.15.05.2019.
  2. G.O.Ms.No.93 Law (L,LA&J-Home-Courts-A) Department,  
Dt.25.08.2020.
  3. Hon'ble High Court's letter ROC.No.391/E1/2019, Dt.29.12.2023  
along with copy of G.O.Ms.No.216 Law (L and LA&J-Home-  
Courts-A) Department Dt.20.12.2023.
  4. Hon'ble High Court's letter ROC.No.391/E1/2019, Dt.11.01.2024,  
along with G.O.Ms.No.2 Law (L and LA&J-Home-Courts-A)  
Department, Dt.11.01.2024.
  5. Principal District Court's General Information in Dis.No.811,  
Dt.07.02.2024.
  6. Principal District Court's General Information in Dis.No.1177,  
Dt.22.02.2024.
  7. Office Note Dt.05.03.2024 and orders thereon.
  8. Principal District Court's General Information in Dis.No.1865,  
Dt.20.03.2024.
  9. Principal District Court's Official Memorandum in Dis.No.1901,  
Dt.22.03.2024 – Interviews called for on 23.03.2024 from the  
category of Copyist and Examiners.
  10. Principal District Court's Official Memorandum Dt.23.03.2024 –  
Interviews called for on 26.03.2024 from the category of Process  
Servers.
  11. Application Dt.25.03.2024 submitted by Smt. D. Sujatha, Process  
Server, Principal District Court, Eluru.
  12. Joining Report Dt.10.05.2024 submitted by Smt. D. Sujatha,  
Process Server, Principal District Court, Eluru.
  13. Office Note Dt.03.06.2024 and orders thereon.
  14. Office Note Dt.10.06.2024 and orders thereon.
  15. Office Note Dt.15.06.2024 and orders thereon.
  16. Order Dt.24.06.2024 of the Principal District Judge, Eluru.

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**ORDER :: DATED : 27-06-2024**

In references to the cited above, the Principal District and Sessions Judge,  
West Godavari, Eluru, passed the following Order :-

On considering the Seniority, Special Confidential Reports and Service  
Registers, having found no specific Disciplinary Actions are initiated, the following  
individuals are temporarily promoted from the cadre of Process Servers to the cadre  
of **Typist** in the existing vacancies.

S.No.	Name & Designation of the Employee	Place of Working	Temporarily promoted and posted as
1.	<b>Smt. Batchu Lakshmi Sarojini Devi,</b> Process Server.	Principal District Court, Eluru.	Temporarily promoted as <b>Typist</b> and posted in Civil Judge's Court (Senior Division), Narsapur, <b>in the existing vacancy.</b>
2.	<b>Smt. Dasari Sujatha,</b> Process Server.	Principal District Court, Eluru.	Temporarily promoted as <b>Typist</b> and posted in Principal Civil Judge's Court (Junior Division), Narsapur, <b>in the existing vacancy.</b>

**Note:-** 1. The vacant posts in the category of Typists – District Unit, West Godavari, in the promotion quota is – 09 (nine in number). This Office has called for the required qualified persons from the cadre of Examiner/Copyist, Record Assistant and Process Servers for the vacant posts. In the cadre of Examiner/Copyist, **28 candidates**, in the cadre of Record Assistant, **33 candidates** and in the cadre of Process Servers, **44 candidates** were called for interviews. In the cadre of Examiner/Copyist, all the candidates have attended the interview. In the cadre of Record Assistants, two candidates have not attended the interview. In the cadre of Process servers, one candidate has not attended the interview.

The requisite qualification for the post of Typist is, Bachelors Degree and certificate in English Type Writing - Higher grade - 45 number of words per minute.

In the cadre of Examiner/Copyists, some candidates have relinquished their right to promotion, some expressed no interest and some candidates have not completed the required probation period for this category.

In the cadre of Record Assistants, all the candidates have no requisite qualification.

Among the cadre of process servers, only two candidates i.e., Sl.No.13 and Sl.No.14 Smt. **Batchu Lakshmi Sarojini Devi** and Smt. **Dasari Sujatha** have requisite qualification – Bachelor's Degree and Certificate in type writing – (English) – Higher. They have requested to consider their candidature for the posts of Typists.

Skill test is conducted and both of them have met the required qualification. **Smt. Batchu Lakshmi Sarojini Devi** & **Smt. Dasari Sujatha**. As there is no other candidate, their candidature is considered for the post of Typists – in promotion quota – from the feeder category of – Process Servers.

After the promotions – Vacancy position is as follows

1. Examiner / Copyist	-	05
2. Record Assistant	-	02
3. Process Servers	-	NIL

Candidates who have got the qualification, but did not complete the probation are

**Examiner / Copyists :**

1. S.O.S. Gayathri, Copyist
2. E. Bhushan Kumar, Copyist
3. N. Aswini Kumar, Copyist
4. B. Vijay Kumar, Copyist
6. Smt. G. Ganga Bhavani, Copyist

**Record Assistants : NIL**

**Process Servers : NIL**

2. The above individuals are hereby informed that their promotions to the post of Typist (Cat.9), is made purely on temporarily basis and on emergency basis without any preferential claim and the same can be rescinded without any prior notice.
3. The above individuals are hereby directed to relieve and join in promotion posts **on or before 01-07-2024.**
4. The newly selected candidates shall undergo training at X Additional District Court, Narsapur. The Chief Administrative Officer/in-charge, X Additional District Court, Narsapur shall take necessary steps to impart training to the Typists for two weeks in various subjects relevant for Typists such as Bench Typing, Decree Preparation, Data Entry, Video Conferencing and such other. The X Additional District Judge, Narsapur shall monitor the training of the individuals and submit a report after completion of two weeks training.
5. The above individuals shall deposit security for an amount of **Rs.10,000/-** in the shape of FDR duly pledging the same in favour of the District Judge, West Godavari, Eluru, within 30 days from the date of their joining in the promotion post, as per Rule 22 of A.P.J.M.S. Rules, 2019.
6. It is hereby informed to all the individuals that their seniority in the promotion posts will be fixed as per the above seriatim.
7. If any of the above persons is on Earned Leave / Medical Leave / C.L., shall join the new place immediately on completion of their respective leaves, without fail.

8. The order placed in the District Court's website <http://districts.ecourts.gov.in/westgodavari> and downloaded copy from the website is valid for relieving and joining duty.

*C. Purnachandrababu*  
PRINCIPAL DISTRICT JUDGE,  
WEST GODAVARI, ELURU.

To

The individuals through the Chief Administrative Officer,  
Principal District Court, Eluru.

**Copy to :**

1. All the Judicial Officers in the District Unit.
2. The X Additional District Judge, Narsapur.
3. The Chairman, PLAPUS, Eluru.
4. The Secretary, DLSA, Eluru.
5. The Senior Superintendent, Central Nazarath, Principal District Court, Eluru.
6. The Superintendent, Accounts Section, Principal District Court, Eluru.
7. The System In-charge (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **website** of Principal District Court and send **e-mails** to the Officers.

*D.D. NO. 4691*  
*27-6-2024*